

From: [Announcement, DOT](#)
Subject: New Announcement--Requests to change the status of a job number and closing down a job number linked to a federal project
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Attachments: [image001.png](#)

This announcement provides an update to the previously sent announcement dated 2-28-2020 "Important information regarding the status of a job number"

The following changes will be instituted, effective immediately, regarding requests to change the status of a job number and closing down a job number linked to a federal project.

Step 6 Active Federal Projects

Requests to close a job number in step 6 will be accepted. Along with the request to close the job number, a justification must be submitted by the Project/Job Manager detailing the circumstances surrounding the federal project and why the project cannot be moved to Step 7A (Final FHWA Acceptance). The justification should also include an estimated timeframe in which the Project/Job Manager believes the federal project will be moved to step 7A.

The request and justification should be sent to both DOT.AcctJobNumbers@dot.nj.gov and DOT.FederalAgreementStatusChange@dot.nj.gov.

Accounting will then close the job number and use the date of the request as the job number inactive date. The federal project will be placed in a stop billing status.

It is then the Project/Job Manager's responsibility to inform all staff to stop using the job number on their time sheets.

All Project/Job Managers need to be mindful that revised time sheets processed between the job number entry date (authorized date of the federal project) through the job number inactive date will cause salary costs to be incurred on the federal project and if the federal project is already closed, it will post as suspense.

Step 7A Federal Projects (Step 7A= FHWA final acceptance of the work)

When a federal project is moved to Step 7A, the linked job number will be closed down as soon as possible using the most current pay period end date as the job number inactive date.

This new procedure is as follows:

- (a) The step 7A date will be used to determine the job number inactive date.
- (b) If the step 7A date is from Monday through to the second Tuesday of the current pay period (7 Days) then the current pay period end date will be used as the job number inactive date.
- (c) If the step 7A date is from the second Wednesday to Friday (3 days) of the current pay period end, then the following pay period end date will be used as the job number inactive date.
- (d) The status of job number will be changed to "C" for closed.
- (e) The federal project will be placed in a stop billing status.

Example:

If a federal project moves to step 7A on June 8 thru June 16, then the job number inactive date will be June 19, 2020, which is the current pay period end date.

If a federal project moves to step 7A on either June 17, 18 or 19, then the job number inactive date will be July 3, 2020, which is the following pay period end date.

See example Payroll Calendar below:

<i>June</i>						
<i>SUN</i>	<i>MON</i>	<i>TUE</i>	<i>WED</i>	<i>THUR</i>	<i>FRI</i>	<i>SAT</i>
	1	2	3	4	5	6 ¹³
7	8	9	10	11	12	13
14	15	16	17	18	19	20 ¹⁴
21	22	23	24	25	26	27
28	29	30				

<i>July</i>						
<i>SUN</i>	<i>MON</i>	<i>TUE</i>	<i>WED</i>	<i>THUR</i>	<i>FRI</i>	<i>SAT</i>
			1	2	3	4 ¹⁵
5	6	7	8	9	10	11
12	13	14	15	16	17	18 ¹⁶
19	20	21	22	23	24	25
26	27	28	29	30	31	

In addition to moving the federal project to step 7A, the Project/Job Manager is responsible to prepare internal paperwork to close down the contracts related to the federal project as follows:

- (1) Final AD12 for each contract.
- (2) Assure the final invoice was paid for each contract.
- (3) Assure the final invoice contains the final release clause if applicable in accordance with the contracts.
- (4) Resolve suspense.
- (5) Extend the 90 day close out period if warranted.

Note that Preliminary Engineering/Final Design federal projects will automatically be moved to step 7A in accordance with FHWA requirements once the construction phase has been authorized. We will apply the same rules as detailed above in the closing of these job numbers.

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